MaNeM
Manufacturing Network Manager

Joinet
Vertical e-business channel

Joinet
Vertical e-business channel

MaNeM

Manufacturing Network Manager

User Manual

Version 6.0

Lastly modified on: **18/02/2006**

Summary

1. Introduction to application 3
2. User Functions 4
2.1 Authentication form 4
2.2 Orders management 5
2.2.1 History 13
2.2.2 Order detail 14
2.2.3 Line detail 16
2.2.4 REMARKS management 18
3. SUPPLIER User 21
3.1 SPLIT and Partial Delivery 24
4. Control rules 29

1. Introduction to application

MaNeM is an applicative software for suppliers nets management. It is developed and distributed by Joinet in ASP (Application Service Provider) mode, that is MaNeM application resides on a server possessed by Joinet and is accessible via Internet. For its operation users will simply need a browser.

MaNeM is based on a model of buy orders process that, for the various order types and according to instructions given by Prime Contractor and its Suppliers, allows to define a workflow through which order lines can pass during their lifecycle, i.e. from order issuing up to its closing.
It is necessary to stress that the **basic unit manageable through MaNeM is the single order line** and not the whole order, but it is nonetheless possible to carry out workflow procedures on groups of lines and therefore, possibly, on all lines of an order as well. It is also necessary to specify that the transition to a modification state involving a single order line (price, quantity and data modifications) cannot be carried out on groups of lines, since these operations are achievable exclusively by having access to the line detail (see par. 2.2.3).

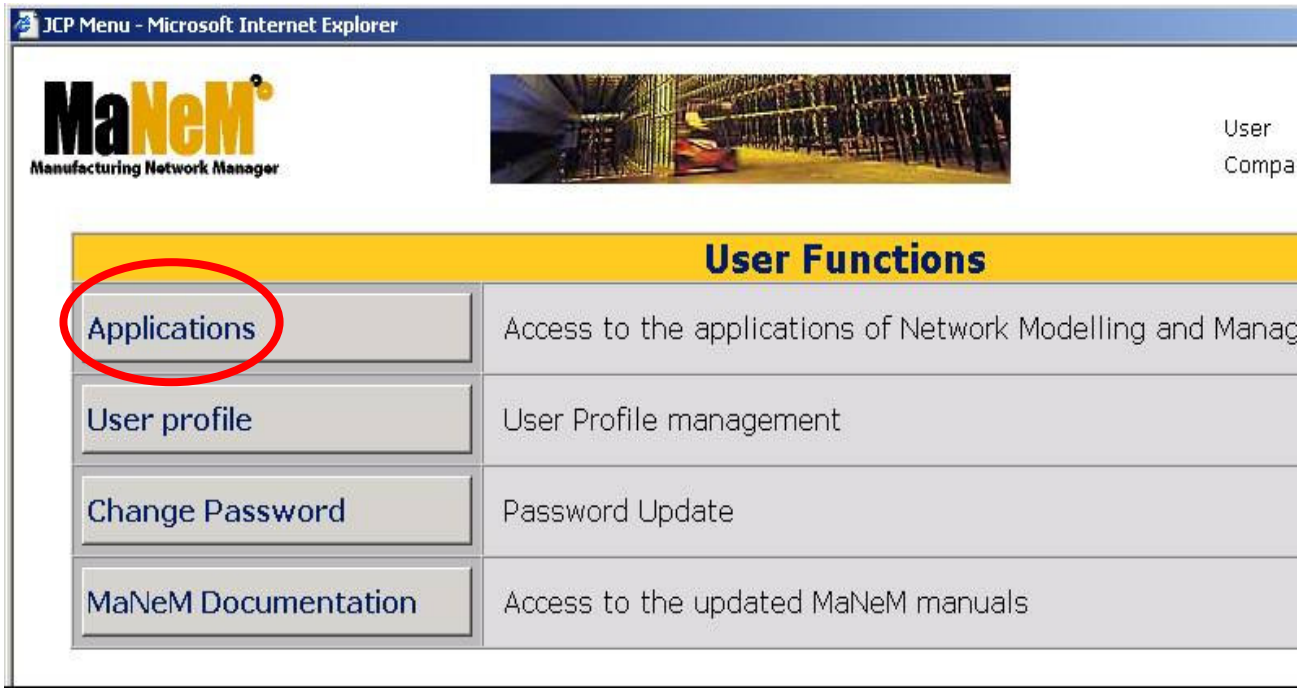
2. User Functions

In order to have access to the management of buy orders through MaNeM, it is necessary to connect to the website ***https://www.manem.com***.

2.1 Authentication form

The first operation to be carried out is the authentication of the user connecting to the application. The form he will be presented with is shown in the following figure. To enter MaNeM the user has to write his *user name* and *password*:

Once authentication process has completed, the system will show a form for the selection of operations to be carried out:



Depending on the user profile connecting to MaNeM (ex. Network Manager), the screen could appear to be slightly different, by showing a number of further functionalities typical of the system administrator (users creation, network creation etc.)
The above-shown form concerns a user having configuration authorizations.

In order to initiate management procedures of buy orders loaded on MaNeM system, it is necessary to select the '**Applications**' function.

2.2 Orders management

The screen is divided into two sections: the upper part allows to set order search criteria that will then be displayed in the lower part.

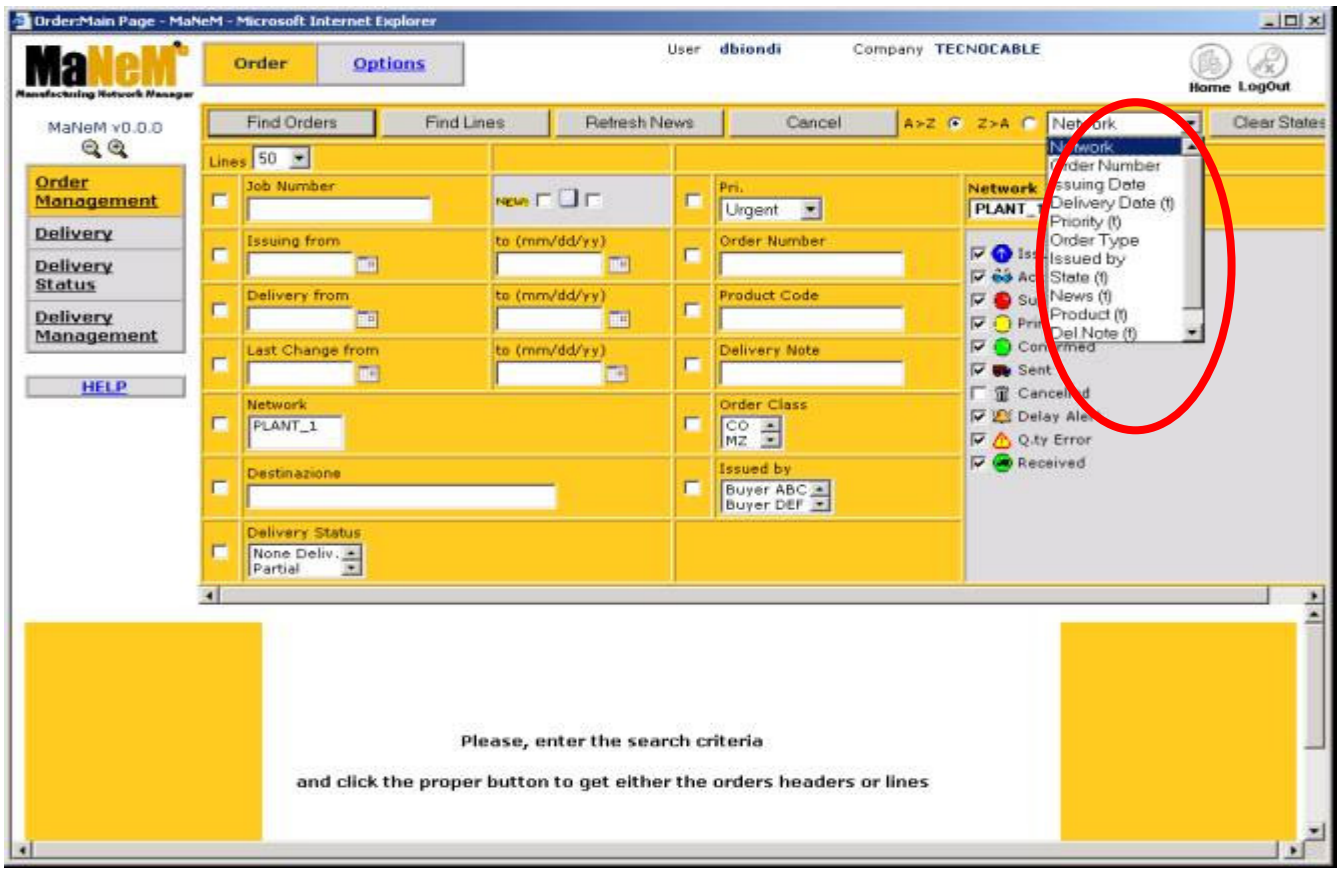
Let us go into details, in particular, about these search fields, bearing in mind that **to activate a search criterion, it is necessary to select it with the tick indicator located on the screen side!!!!:**.

- ***Modification rights:*** displays orders/lines on which the connected user can intervene.
- ***News:*** displays orders/lines having undergone a workflow procedure from latest refresh.

  The **REFRESH NEWS** button is used to "clear" the news situation by eliminating the ***NEW*** located at the beginning of each line being displayed. This indicator allows to spot the lines having undergone a workflow process. After refresh completion, this symbol will appear only next to lines having undergone a workflow.
- ***Job Number:*** searches the job order originating the buy order.
- ***Priority:*** displays priority orders/lines as selected from the curtain menu that opens on this field (urgent, high, medium, low, very low).
- ***Issuing from - to:*** allows the search by order issuing date (time interval or, by setting the same data on both fields, exact day).
- ***Delivery from - to:*** allows the search by delivery date.
- ***Order Number:*** allows the search for an order.
- ***Product:*** is used to search for an item code.
- ***Last Change from – to:*** allows to search the lines by the date of the last operation held on.
- ***Delivery Note:*** is used to search for lines shipped in a bill.
- ***Supplier:*** allows to select one or more suppliers (obviously involved in MaNeM management).
- ***Order type:*** allows to select an order type among those set in the process model.
- ***Destination:*** selects lines searching by destination
- ***Issued by:*** allows the search by user.

- ***Order states:*** on the right of the screen upper section there is a list of all possible states of an order line. All flags are default activated (the search is thus carried out for all states). By deselecting a state this is automatically excluded from the search.

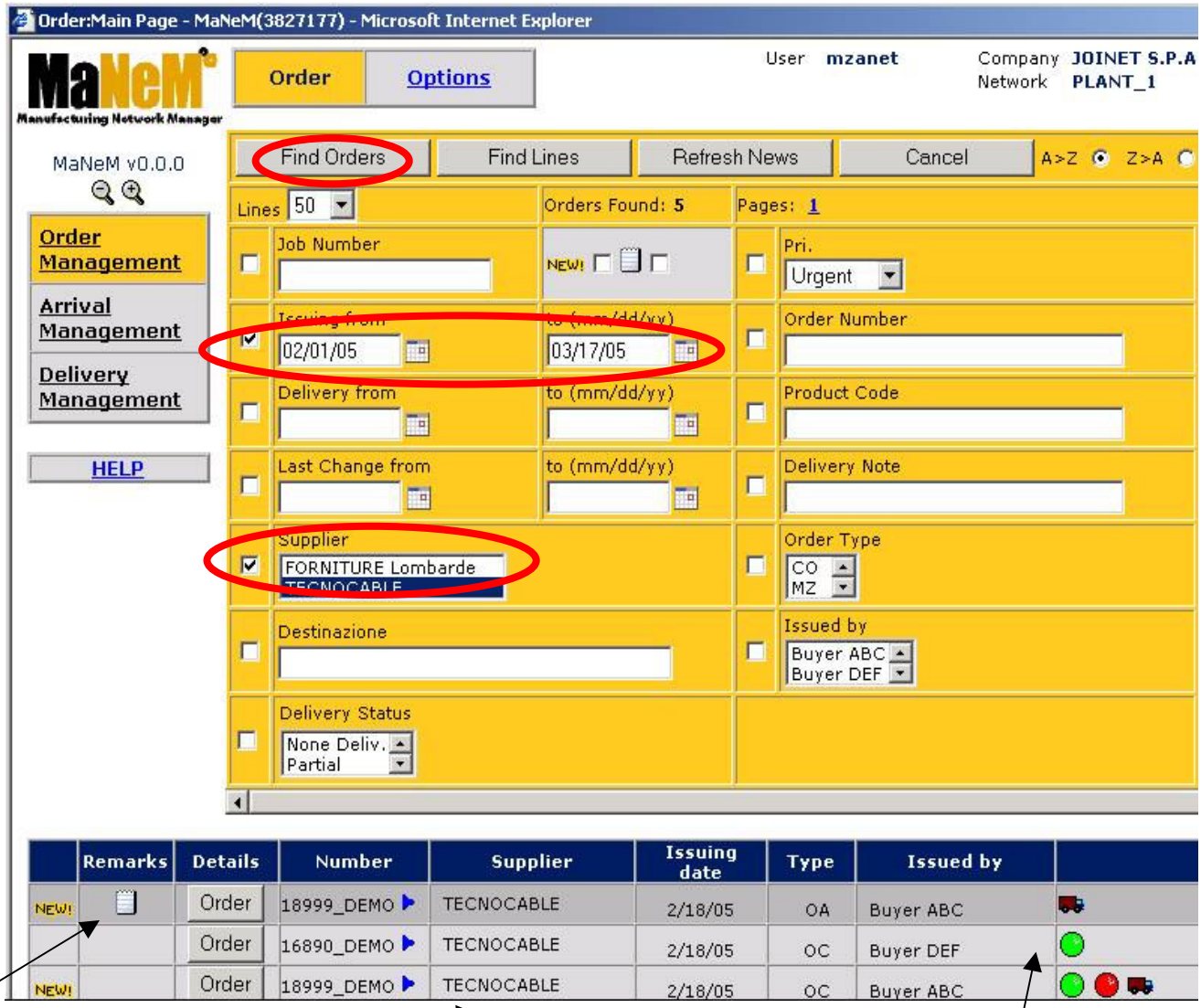
  !!! IMPORTANT: CLOSING AND CANCELLATION states are automatically deselected, therefore, in order to display those lines, these states have to be selected.



It is possible to set the search to be increasing- (A>Z) or decreasing-ordered (Z>A) on the basis of one of criteria suggested in the above-circled menu. The items followed by (t) symbol refer to fields being typical of the order line and, therefore, the next search will have to be carried out on lines (see further on), since a search by order would make no sense at all.

The buttons located at the top of the search criteria form have the following meaning (it is also possible to select the highest number of lines to be displayed per search page up to a maximum of 100, after which it is necessary to change page number):

- ***Cancel :*** it takes all search criteria back to the pre-defined situation (default).
- ***Refresh News:*** see above
- ***Find Orders:*** by pressing this button the headers of inserted orders, containing general information on the order, will be displayed
- **Clear States:** it deselects all states



Is remark to order present? By clicking on the icon the remarks

Order number: by moving closer to the blue symbol the general description of the order will appear (if it exists)

Supplier

Order issuing date

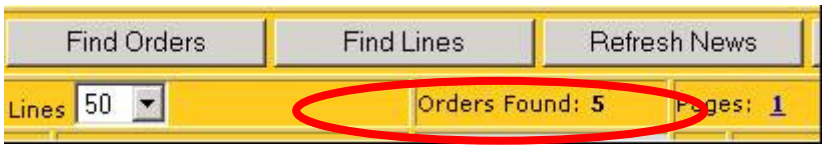
Order type

User

State: by moving the mouse pointer close to the icon the current state description will appear

Next to the number of lines to be displayed per page, the total sum of records found through that search, together with page numbers on which the search is distributed, will also appear.

.



If a search is distributed on several pages, it is possible to read them by clicking on the corresponding page number.
This also applies to a search by lines (see further on).

- ***Find Lines:*** this option allows to display directly the order lines corresponding to the search criteria previously set. The data displayed also represent general information on line, more precisely, of those being considered more important for an immediate assessment of the situation.

State: by moving the mouse pointer closer to the icon the current state description will appear

Split yes/no

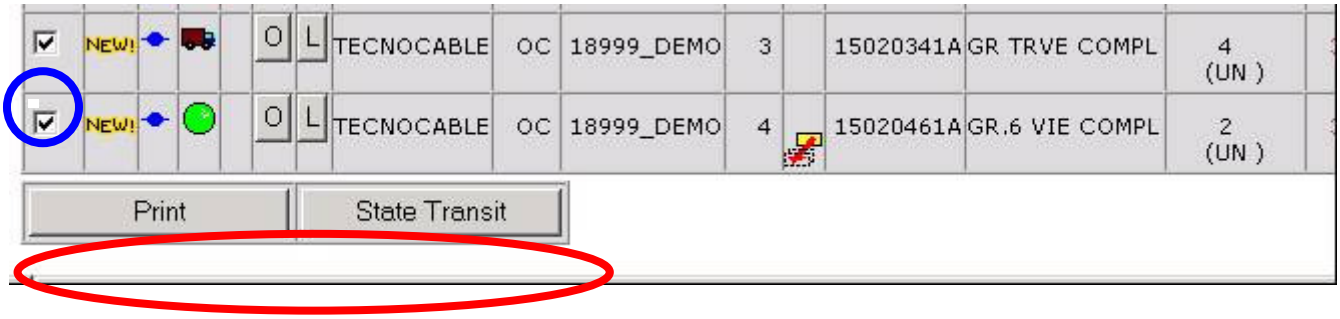
Product Code: by moving closer to the blue symbol the description will appear

Last Requested Date being confirmed

The other fields being displayed are:

- ***Delivered Quantity:*** once shipping is carried out, its value will be increased with the quantity declared in the bill
- ***Delivery Date:*** date of goods shipping
- ***Delivery Note:*** shipping document

In this example we have questioned the lines of order n. 18999_DEMO, asking for the display of 50 lines per page (the system informs us that 11 transactions were found and consequently they will all be displayed in a single page).



The above-circled buttons allow to carry out operations on the result of the search previously set.

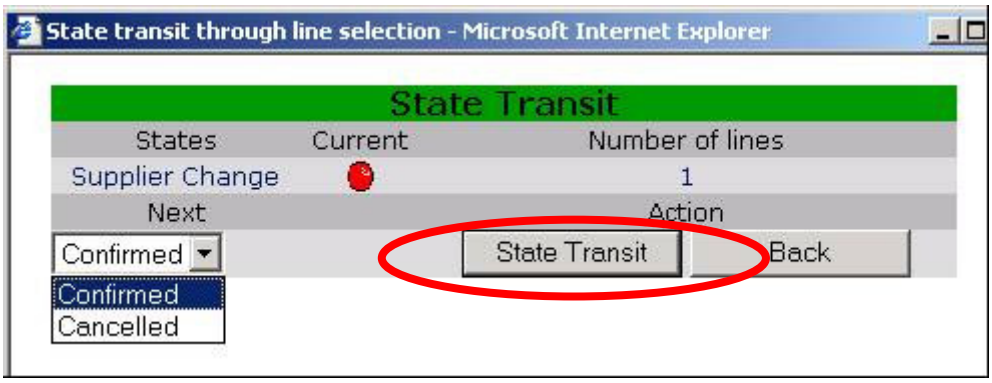
PRINT:

It allows to print the search in pdf format (readable through Acrobat Reader program).

State Transit:

It allows to carry out a workflow (the explanation of what a workflow is will be given in the Order/Line Detail section) of lines displayed (that can thus be in different states and belong to different orders). This function spots next state being common to that in which lines currently are. In order to exclude lines from selection it is sufficient to deselect them by deactivating the *flag* located at the beginning of the line (it is circled in the blue frame of the figure above).

Here is the screen appearing by clicking this button:



A summary of the number of lines being in a certain state (lines of different orders and in different states), together with the list of the arrival states common to selected lines is shown. ‘Change State’ and ‘Back’ buttons carry out the operations they describe.

2.2.1 History

By moving closer to the icon representing the line state (**therefore only in line displays**), the user will realize that it hides not only the state description, but also a *link* (a small 'hand' appears). This allows to have access to the history of the line itself, that is to see which events that order line has passed through from issuing up to questioning date.

Changes History - MaNeM - Microsoft Internet Explorer

Order line changes history

Supplier	Order N.	Order type	Line N.	Product Code	P
TECNOCABLE	18999_DEMO	OC	4	15020461A	

User	Date of transaction	State	Order details			Changes requested by the prime			Changes suggested by the supplier			Delivery Da			
			Date	Q.ty	Price	Date	Q.ty	Price	Date	Q.ty	Price	Split	Delivery Note	Date	Qty
mzanet (Michele-Zanet)	9/22/05 2:09 PM	Issued	3/15/05	10 UN	84.55 EUR										
dbiondi (Domenico-Biondi)	9/22/05 3:21 PM	Acknowledge													
dbiondi (Domenico-Biondi)	9/22/05 3:28 PM	Confirmed													
dbiondi (Domenico-Biondi)	1/9/06 4:16 PM	Confirmed											kkkk	12/31/06	10 UN
dbiondi (Domenico-Biondi)	2/14/06 11:46 AM	Confirmed	3/15/05	2 UN	84.55 EUR								kkkk	12/31/06	10 UN

Close

Original and current data

Modifications from Customer

Modifications from Supplier

Shipping and Receiving Data

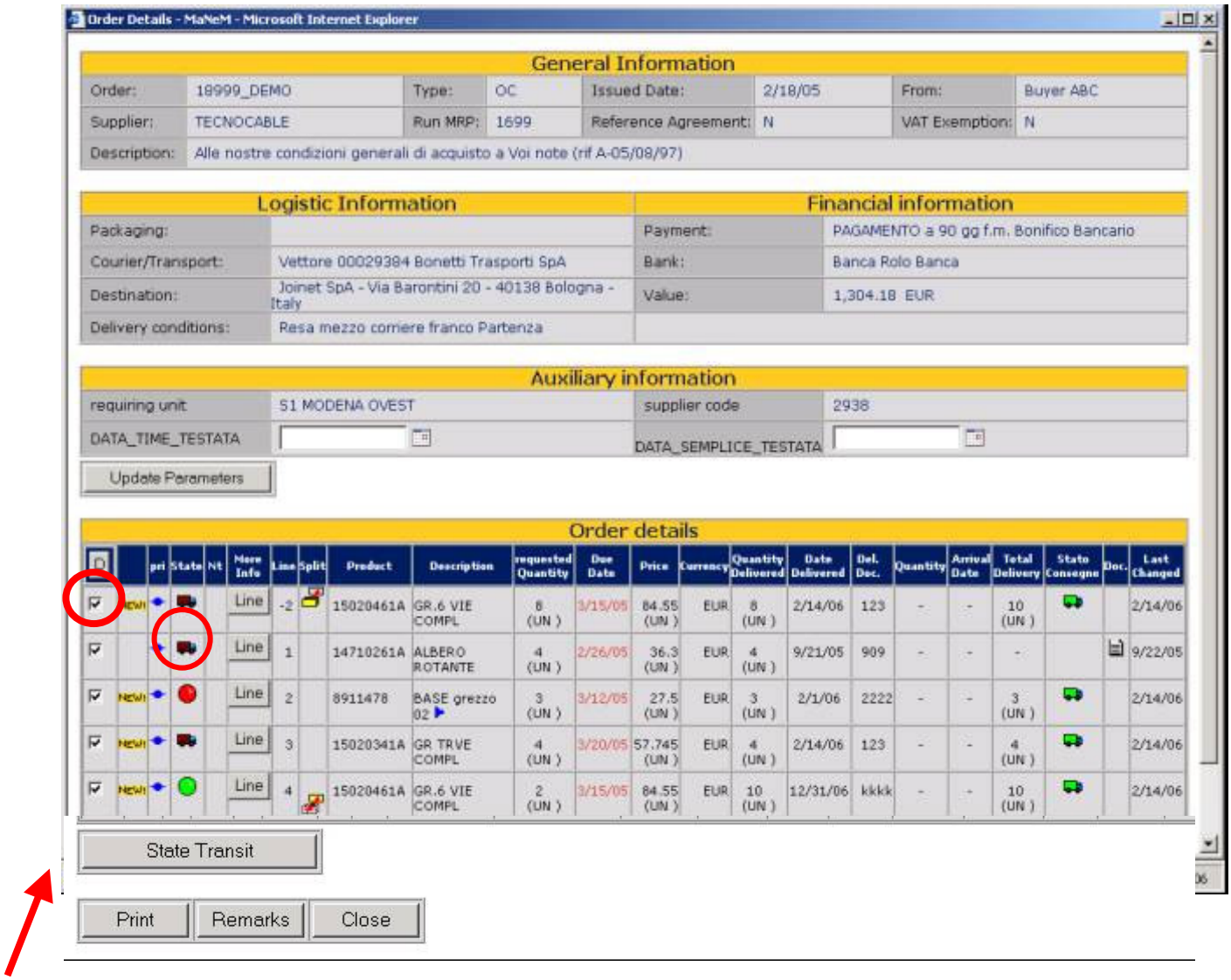
User that carried out the transaction:

Network Manager: super-user (automatic interface operations)

Timemaster: timed automatic operations

2.2.2 Order detail

The ‘ORDER' button, appearing at the beginning of each line (in the search by order, while in the search by line we will only find ‘O’), allows to enter the order itself and thus display lines, besides all header data:



In this type of display we find ALL header data listed in the screen upper section.

In addition, we are able to carry out:

- Workflow operations concerning either whole order or groups of lines. The workflow process from Current State to one of the possible Future States (indicated in the connected curtain menu) is achieved by pressing the highlighted 'State Transit' button.

In order to carry out the workflow of a group of lines, it is necessary to select them with the *flag* located at the beginning of each line.

- Modify **optional parameters** of the order header (if the model enables to do so).

In the screen lower section the same data seen in Orders Management paragraph, FIND LINES, are supplied. In this way you will have the possibility to:

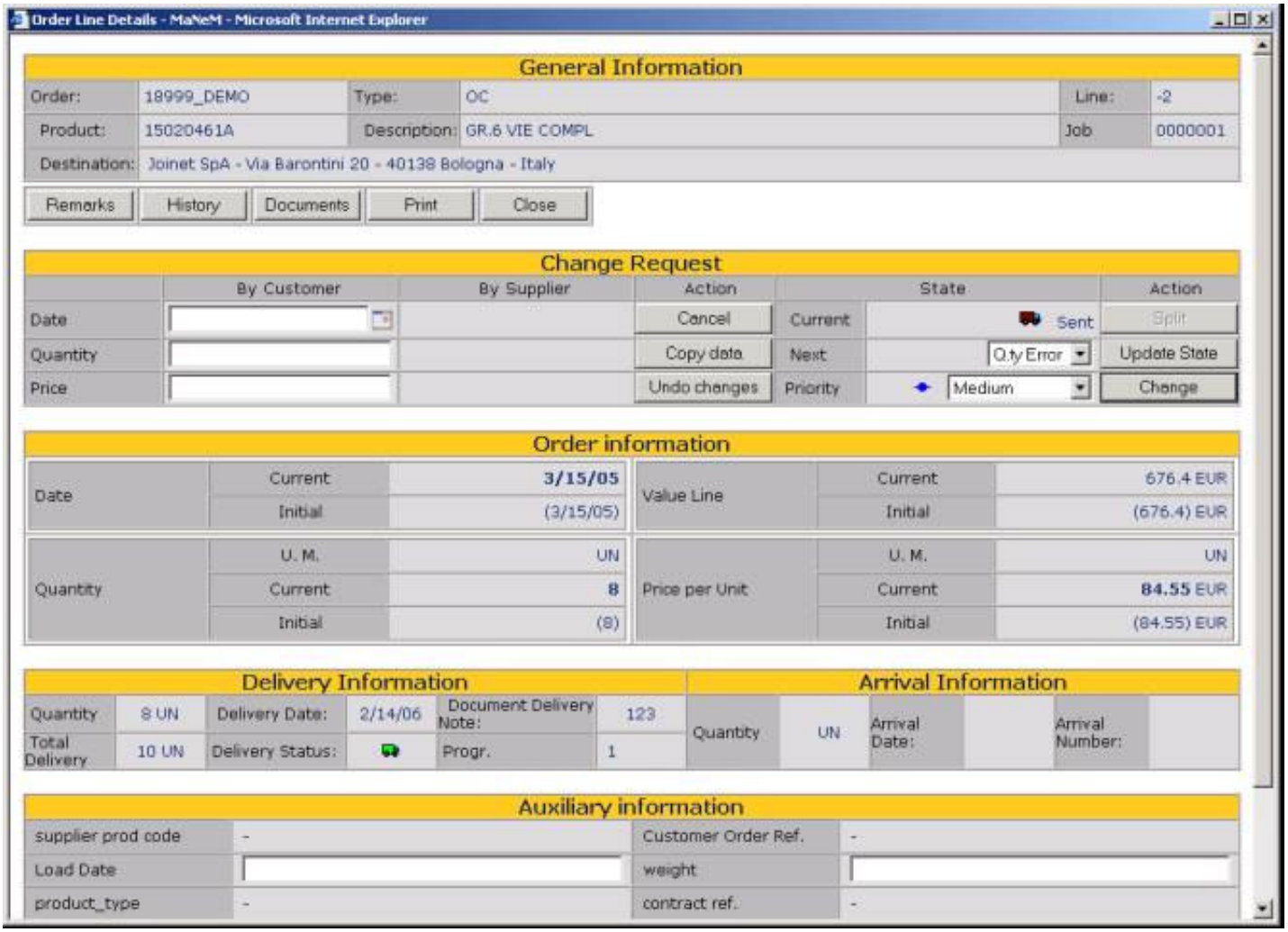
- See item description by moving closer to the symbol located next to the code
- See the original delivery date by moving closer to the symbol located next to the delivery date
- Have access to the line History by clicking on the state icon
- Read possible Attached Remarks by clicking on the relative icon
- Open / Download attached Documents by clicking on the attached doc icon.

In the lower section two more buttons are located: the order **PRINT** function (personalized according to the customer) and the management of **REMARKS** (see paragraph dedicated to remarks management).

2.2.3 Line detail

The 'LINE' button appearing at the beginning of each line displayed in the ORDER DETAIL (see above), as well as at the beginning of each line displayed through the Search for Lines function (see paragraph on Orders Management) allows to enter into maximum detail and, therefore, to have access to all data concerning an order line.

(**) In the figure below the first section called 'General Information', appearing at the beginning of the order line detail, is not shown because of lack of space.



Within this screen it is possible to carry out the true order line management. It is possible, in particular, to:

- Change **priority** by choosing among the several levels proposed.
- Modify line **optional parameters** (if the model enables to do so).
- Carry out **REQUESTS FOR MODIFICATION** concerning **DATE, QUANTITY, and PRICE.**
- Carry out a line workflow from Current State to one of the possible Future States.
- Carry out a **split** of the line itself (provided that the Current State enables to do so) by moving part of it in a future state and the remaining part to another state (this can be the Current State itself. For further information see the paragraph dedicated to Shipping, in the SUPPLIER section).
- Attach **REMARKS** (see paragraph on remarks management).
- Have access to the line History.
- Open/Download possible attached Documents (the relative button appears only if an attached doc is there)

2.2.4 REMARKS management

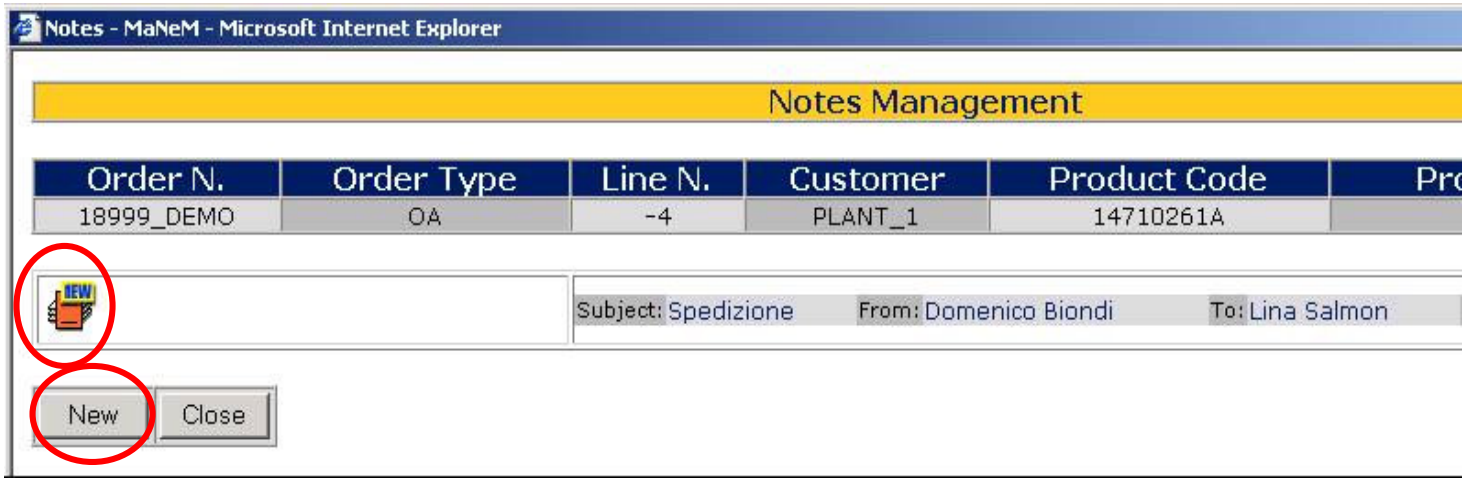
As several times already mentioned, by clicking on points allowed on the screen it is possible to have access to remarks management. Shortly, this means being able to attach one or more remarks to either the order header or the order line.

- **REMARKS:** It is possible to have access to them (by clicking directly on the icon) from all displays (both Order and Line), as well as from Order Detail and Line Detail.

  If on the order at least one remarks UNREAD by addressee is present, this is the symbol being displayed

  If on the line at least one remarks UNREAD by addressee is present, this is the symbol being displayed

By pressing REMARKS buttons located in the positions described in the previous paragraph, it is possible to have access to the following screen (management is the same, both for header remarks and for line ones):

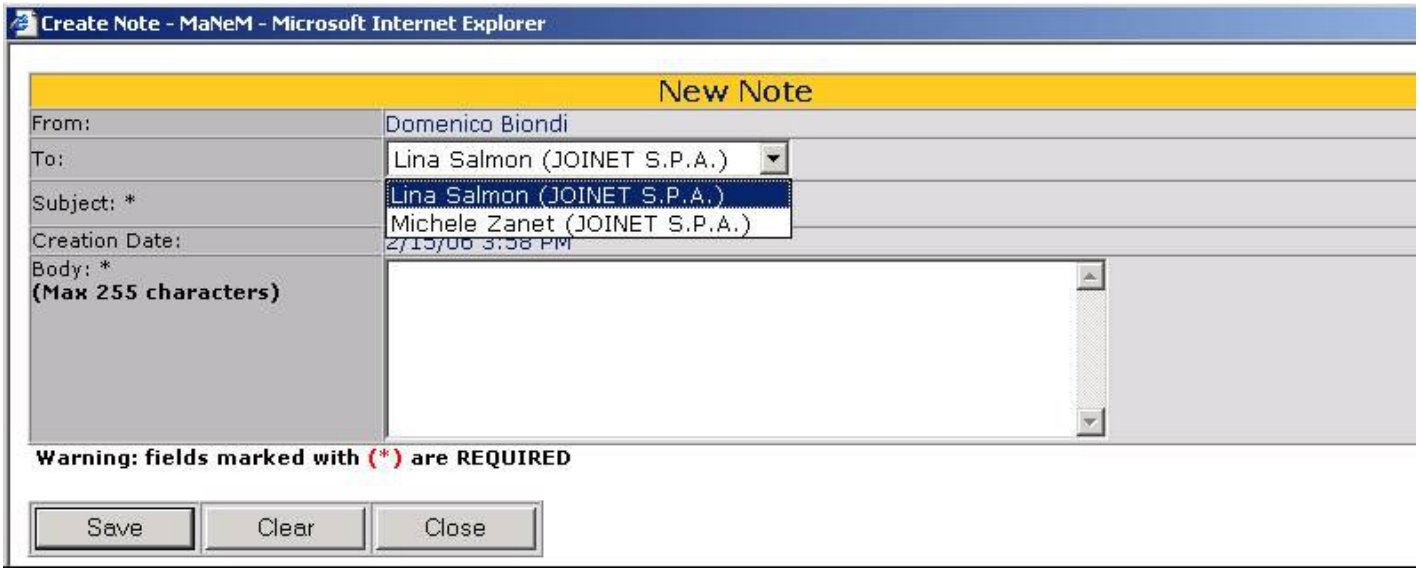


Read an existing remarks:

By clicking on the icon it is possible to display the remarks. The 'NEW' icon remains such until the addressee opens the remarks (it is however visible to everybody).

Insert a new remarks:

If otherwise the user wants to insert a new remarks, he has to use the specially provided 'New' button.



It is necessary to:

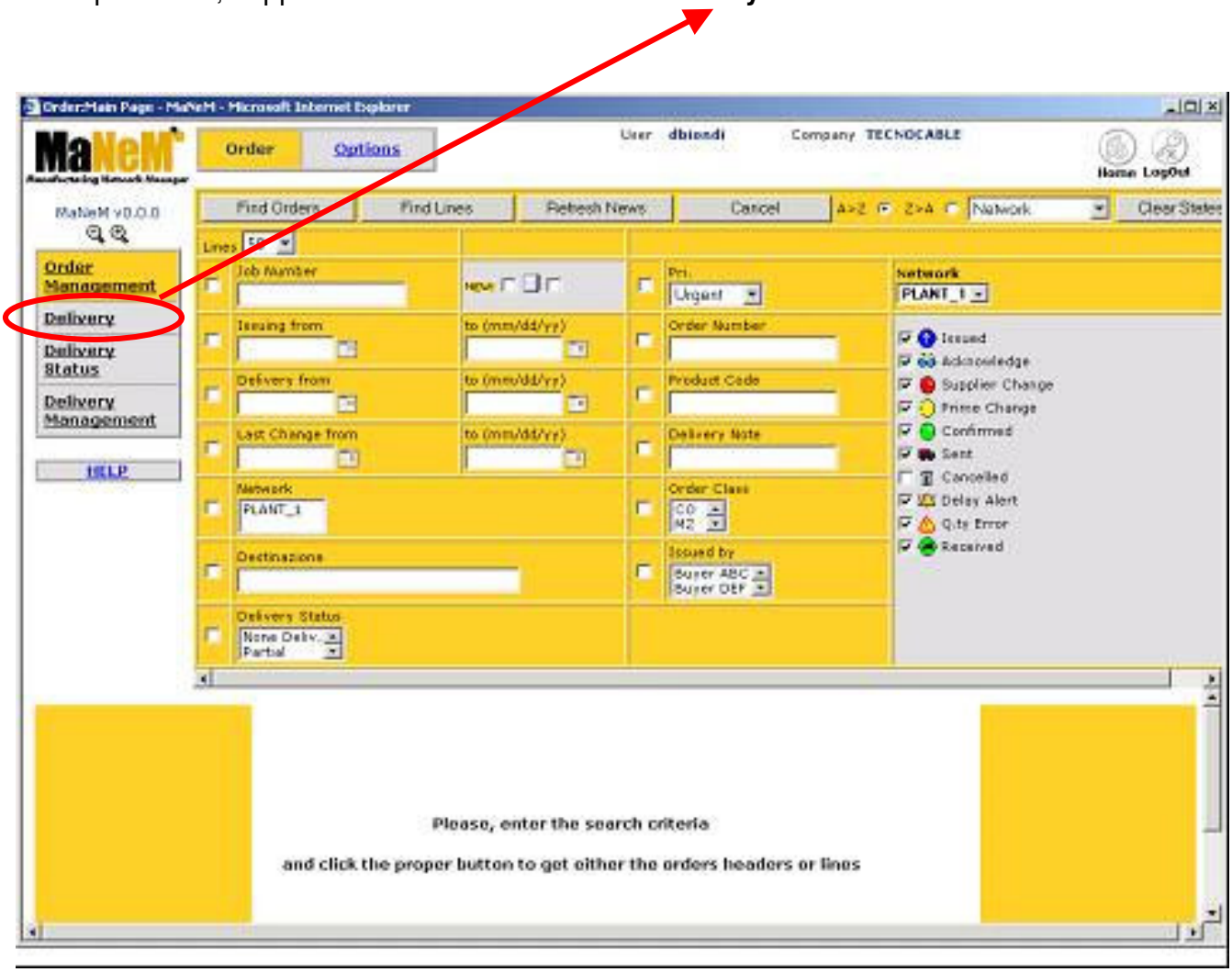
- Select addressee
- Set an object
- Write a content

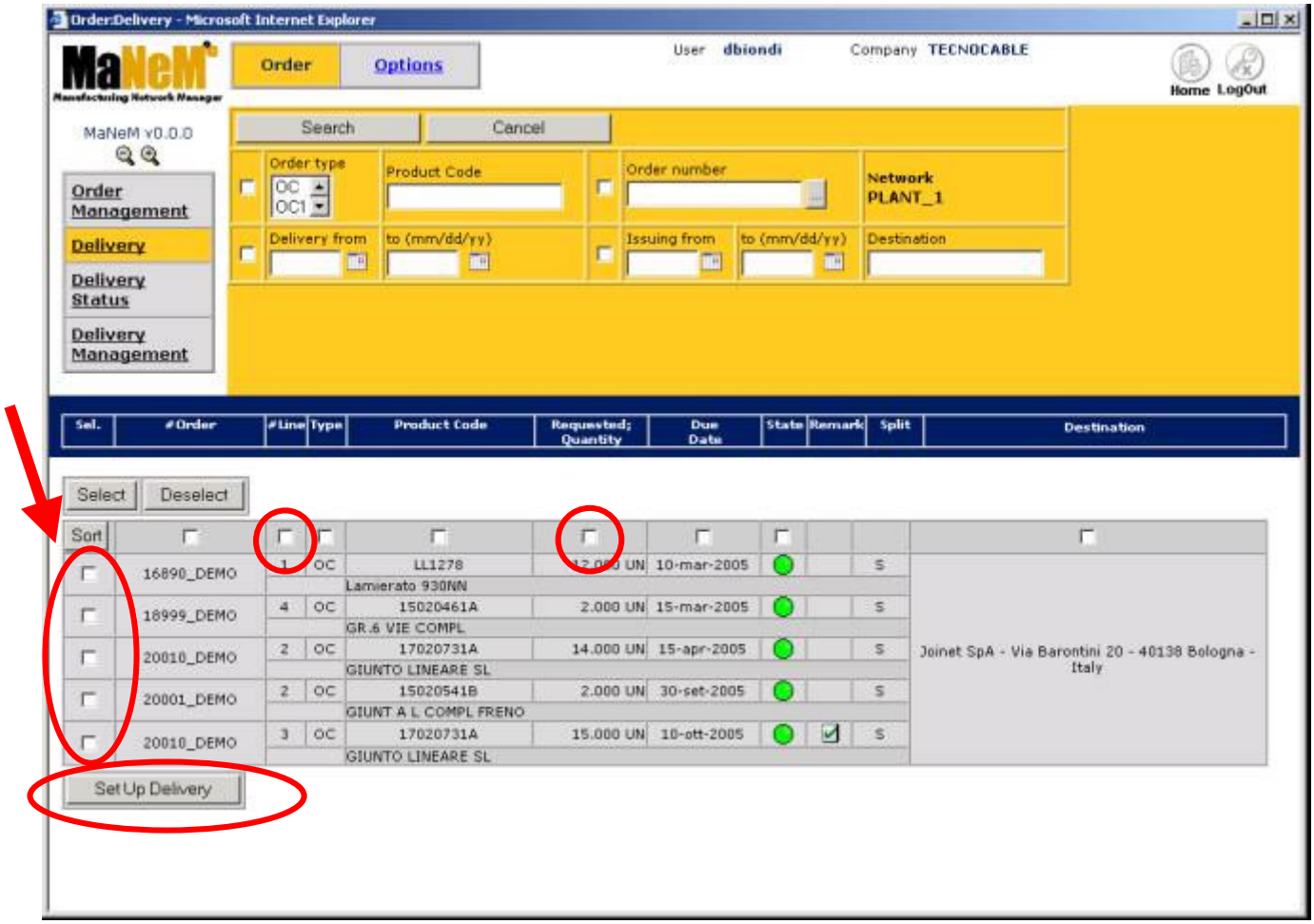
Afterwards he can pass to the remarks saving process.

Clean button is used to reset remarks fields.

3. SUPPLIER User

In particular, supplier user has access to the **Delivery** function.

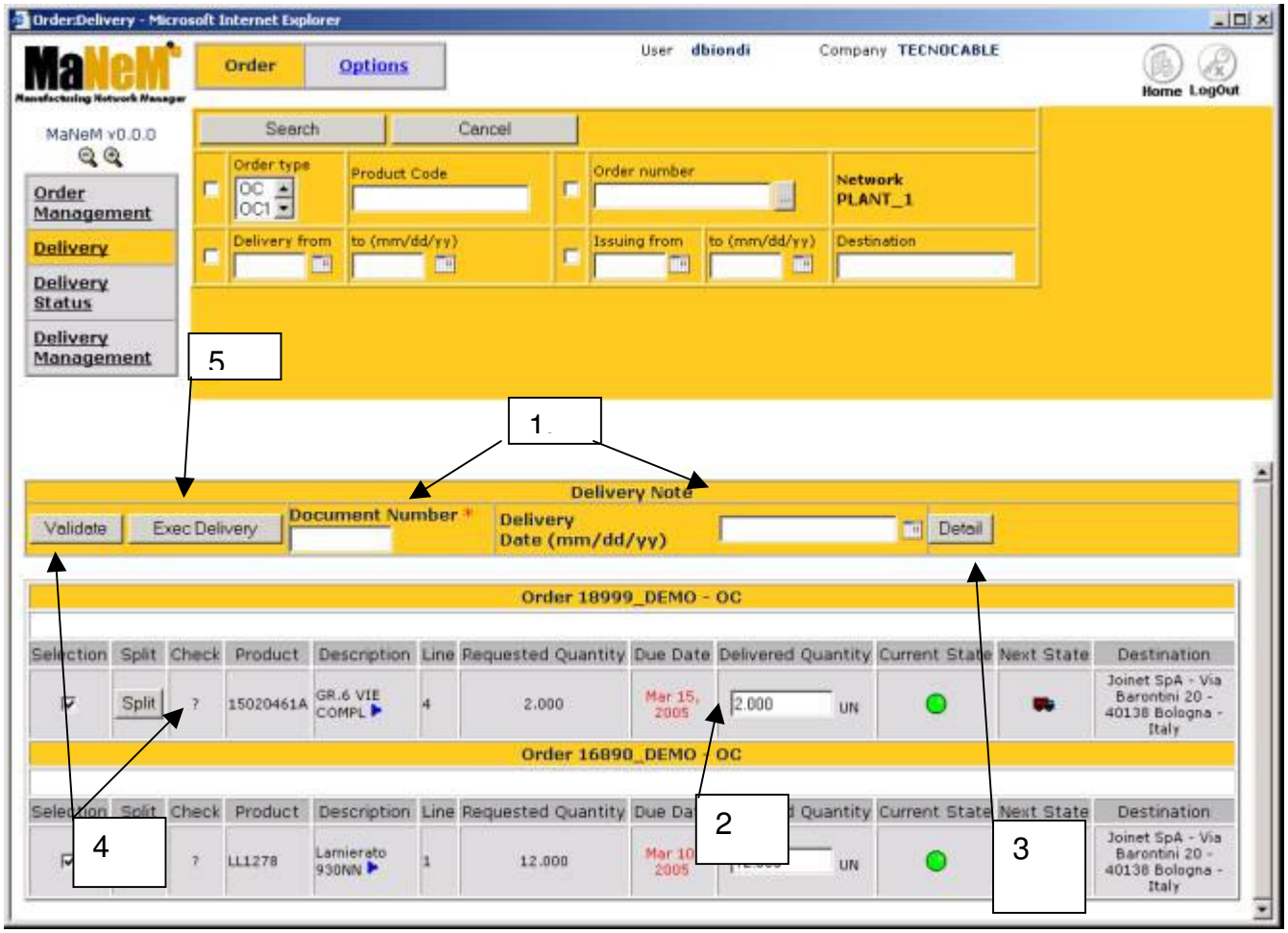




The screen upper section shows a number of selection criteria and gives the user chance to carry out searches by destination, too (achievable simply by indicating just part of address, ex. Street rather than Town).

Before passing to **delivery preparation** it is necessary to **select** the **lines** interested in.

It is possible to decide to sort out the search result according to desired fields simply by selecting the columns to command the search (this being always increasing), as well as the order to be followed (by flagging columns in the desired order).

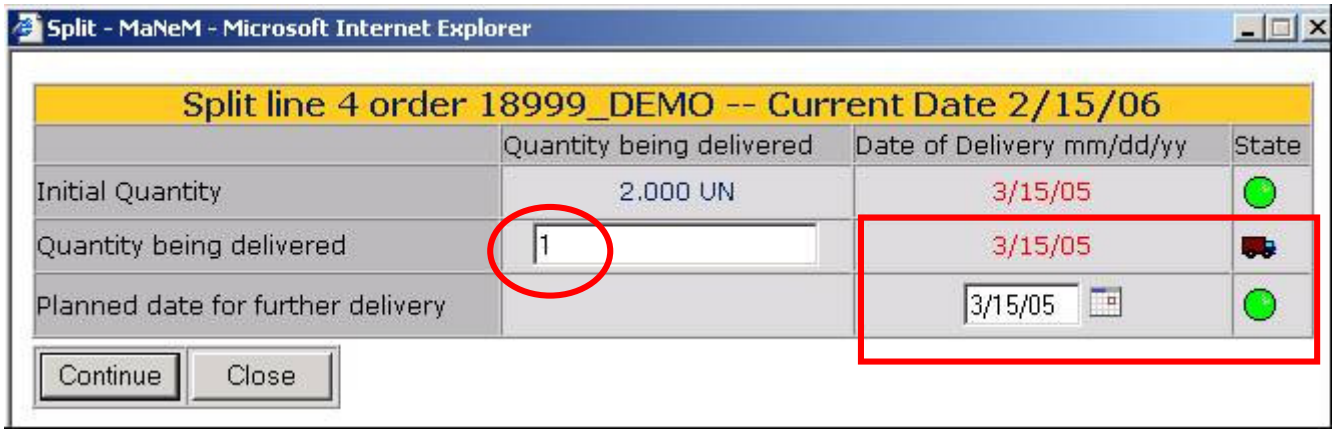


Operations to be carried out are the following:

1. Writing Document Number and Delivery Date. These are the data contained in the transport document accompanying the goods.
2. Declaration of quantities to be shipped
3. Input of shipping's details, if necessary
4. Check for congruousness of delivery declarations (according to the rules provided for in the model)
5. Loading (and concomitant lines workflow) of the electronic document in MaNeM.

3.1 SPLIT and Partial Delivery

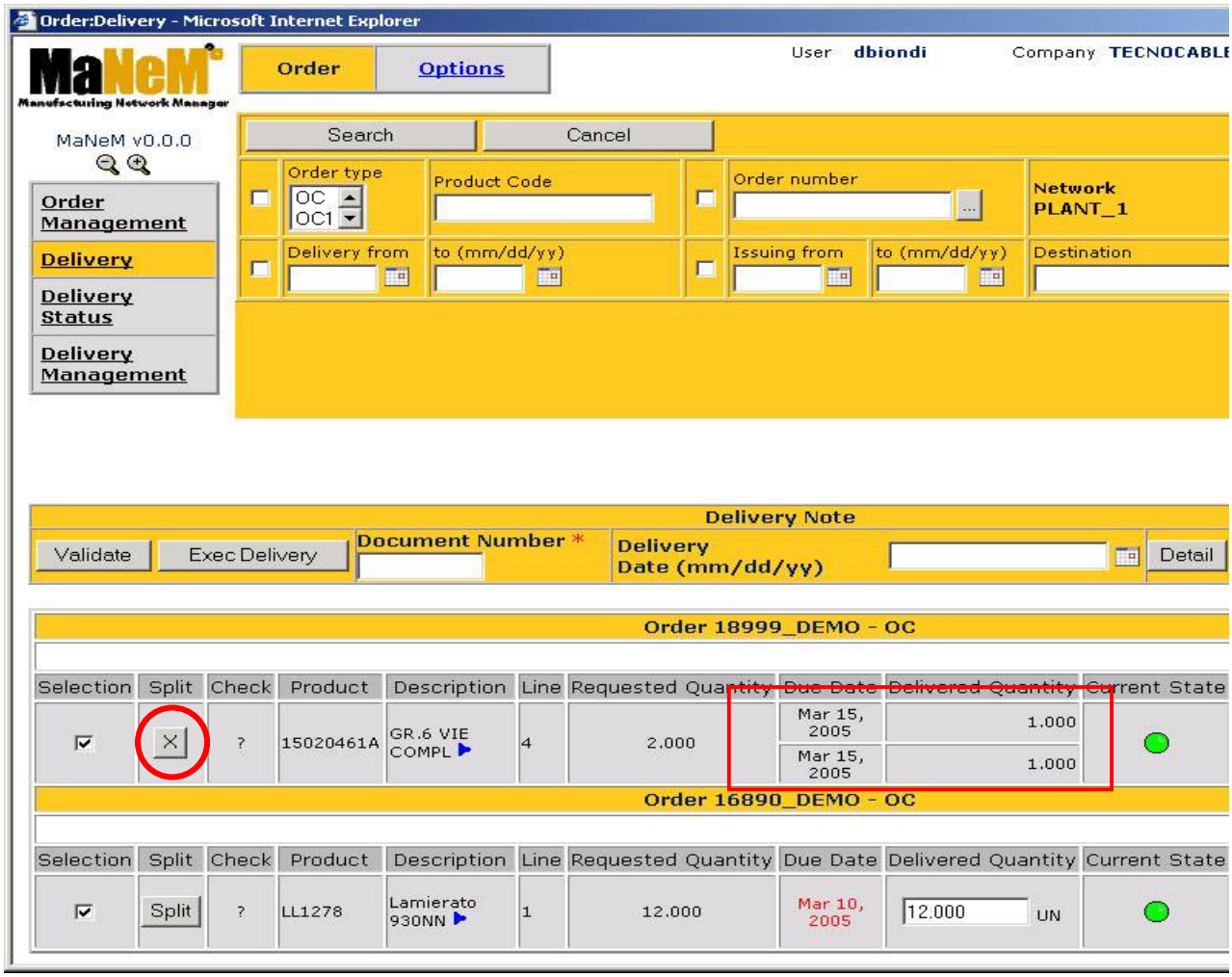
If otherwise the user wants to carry out the line partial delivery, he has to use the SPLIT function (by pressing the specially provided button). A window like the following one will open:



In this window he will have to declare:

- Quantity to be shipped
- Scheduled delivery date for delivery remains to be delivered

Once the split is confirmed, the system will create a new line whose quantity and delivery date data will be those declared by the user and which will be in the state decided by the model (and indicated in the split window next to the scheduled delivery date).

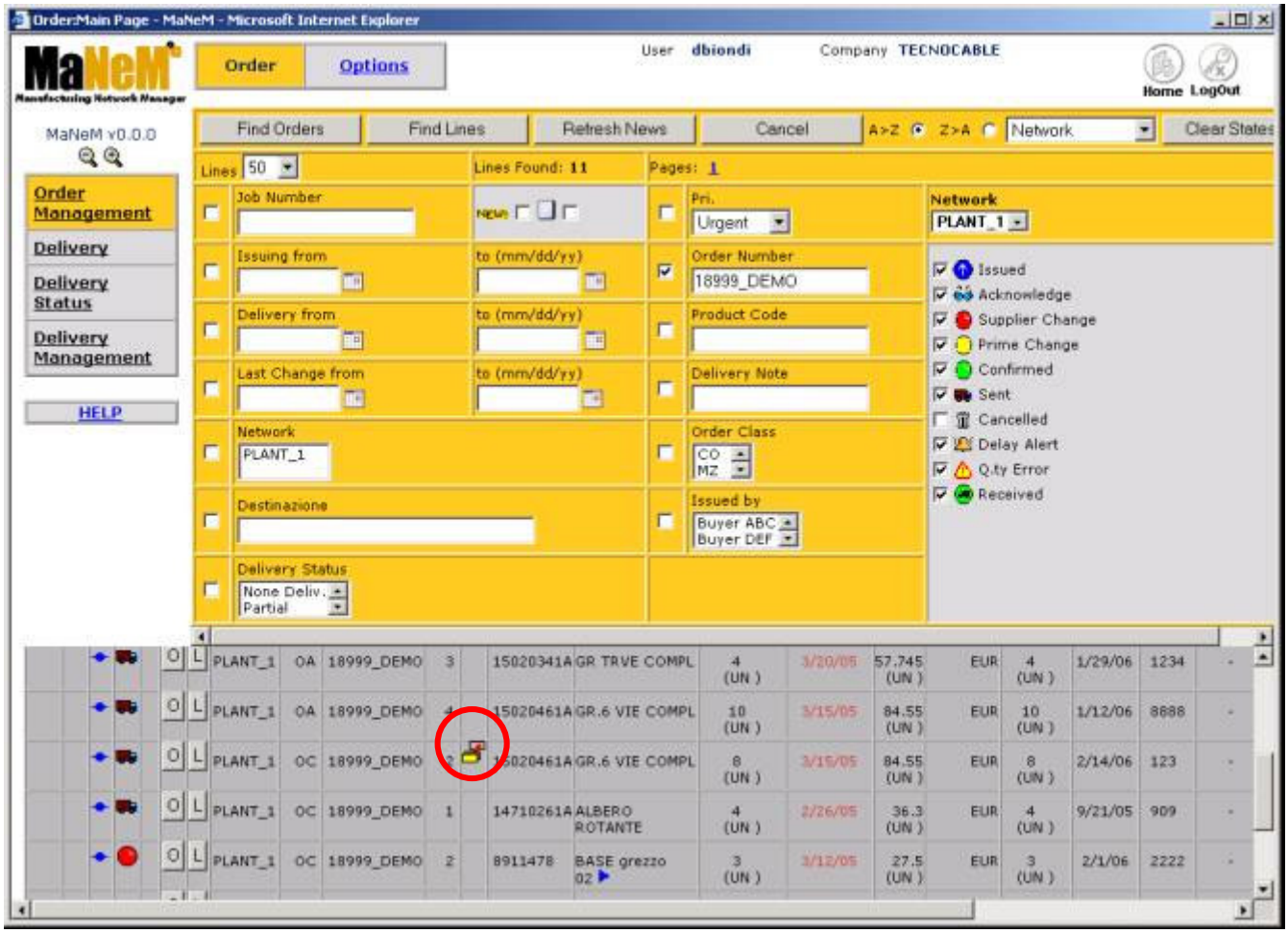


Once returned to the delivery form, the user will find a new line provided with data previously set.

If the user will realize he has made a mistake, in order to delete the split it is sufficient to click the 'X' button.

From a split operation two lines thus originate: one corresponds to the quantities declared to be in delivery state, and another one refers to the 'remaining' quantities of that same product code remained in the original state (ex. a generic confirmed state).

In all next searches carried out through 'Order management' function these lines will be marked by particular symbols being selectable and allowing to trace back the order line history.



By moving on the 'split' line being in shipped state (the first one in the figure above) and by clicking on the red-circled split symbol the line detail window will be displayed. This corresponds to the transaction containing delivery remains that, for this reason, are in a generic confirmed state (the third line in the figure above).

A similar procedure takes place when the user wants to display the transaction corresponding to shipped quantities from the transaction referring to the quantities not yet shipped and remained in confirmed state (as remains).

In any case, it is possible to monitor the situation of partial deliveries having taken place on an order (and relative remains) line by entering the line detail page and displaying the history of the line itself, as previously showed.

In this figure, too, split icons are clickable and allow to trace back the derived transactions' line detail.

In addition, this type of display is the one obtained by clicking on the split icon located in the remains line when the relative quantity of shipped goods is, in its turn, a fraction of delivery operation remains:

Changes History - MaNeM - Microsoft Internet Explorer

Order line changes history

Supplier	Order N.	Order type	Line N.	Product Code	P
TECNOCABLE	18999_DEMO	OC	4	15020461A	

User	Date of transaction	State	Order details			Changes requested by the prime			Changes suggested by the supplier			Delivery Da			
			Date	Q.ty	Price	Date	Q.ty	Price	Date	Q.ty	Price	Split	Delivery Note	Date	Qty
mzanet (Michele-Zanet)	9/22/05 2:09 PM	Issued	3/15/05	10 UN	84.55 EUR										
dbiondi (Domenico-Biondi)	9/22/05 3:21 PM	Acknowledge													
dbiondi (Domenico-Biondi)	9/22/05 3:28 PM	Confirmed													
dbiondi (Domenico-Biondi)	1/9/06 4:16 PM	Confirmed											kkkk	12/31/06	10 UN
dbiondi (Domenico-Biondi)	2/14/06 11:46 AM	Confirmed	3/15/05	2 UN	84.55 EUR								kkkk	12/31/06	10 UN

Close

Summing up the meaning of split icons, it is possible to state that:

→ this is the icon appearing in an order line being in shipped state when a goods residue still to be shipped is associated to it. By clicking on the icon itself it is possible to have access to the line being in remains state;

→ this is the icon appearing in an order line being in a generic confirmed state when it represents the remains of a previous delivery. By clicking on the icon itself you will be presented with:

- The display of the line detail of shipped quantities when these are the result of a single partial delivery;
- The display of the line history when on it several partial deliveries have occurred.

4. Control rules

Control rules apply to some workflow procedures and their function is to assure that either intuitive rules concerning the program correct utilization, or particular terms defined by the prime contractor together with suppliers are respected. As far as the first ones are concerned, it is possible to use as example the obligation to fill in the modification fields in the sections concerning price, quantity and date when an order line has to be moved to a generic modification state. An example of the second rules above-mentioned can be the delivery operation and, in particular, the prohibition to declare in delivery state lesser quantities than those requested by the prime contractor.

Control rules can be divided into two categories:

- **Alert rules** involve an alarm signal (its explanation can be read by moving the mouse on the alert symbol) on the workflow and make it nonetheless possible for it to occur. In practice, they inform user that his operation is not totally correct, explain the reason for that but do not block operation.

- **Lock rules,** on the other hand, block the workflow procedure being carried out and in so doing allow, as in the previous case, to display the mistake by moving the mouse on the lock symbol.

So when, for example, a workflow is carried out on a certain number of lines of the same order and some of them violate one of the rules (lock or alert) previously set, a window like the following one is displayed:

As you can see, if for at least one line a rule violation (lock or alert) occurs, a window like that shown below is displayed. For each transaction it shows the workflow result and thus allows user to decide whether to carry out partial workflows (concerning either the lines showing a successful result -OK-, or these ones together with those for which an alert signal has started) or to abandon the transition entirely.

A different question is that concerning delivery, since here the workflow result (in this case the transaction of an order line to delivery state) is always displayed on each line being selected, whatever it is (OK, lock, alert):

As far as delivery is concerned, unlike the other workflows, if among lines previously selected at least one of them violates a lock rule, it is possible to limit the transition to the lines having shown a successful result (OK) and/or having generated an alert signal simply by deselecting (check-box at the beginning of the line) the line that caused the problem. In order to ship that line it is necessary to identify the 'blocking' line, modify its data, so as to satisfy the rules being applied, and repeat 'Check' and 'Ship' operations. **For that purpose each rule returns a message indicating the block cause: in order to display it, it is necessary to move the mouse pointer on the signal.**